

How to Administer Tests to Trainees

In this document, you will find a 20-question multiple-choice test that corresponds with a particular MCAA Safety Training Video.

1. Ensure that you have the test that corresponds with the planned video training.
2. Make one copy of the test for each trainee.
3. Give one test to each trainee. Remind them to put their name on each page of their copy in case pages become separated.
4. Collect all test papers after they are completed.
5. Grade the tests using the corresponding Safety Training Test Answer Key [here](#).
6. Return the graded test papers to each trainee. Make sure they understand the correct answers to all of the test questions they answered incorrectly.
7. Collect **ALL** of the test papers and place them in a secure file.
8. Keep the completed test papers with your documentation for this video to show proof of worker training.

Workplace Violence Prevention and Protection

MCAA

SAFETY EXCELLENCE INITIATIVE

Name: _____

Directions – Circle the letter corresponding to the best answer for each question.

1. Unexpected workplace violence is most likely to occur from
 - a. an individual with mental health issues.
 - b. a disgruntled co-worker.
 - c. a terrorist or group of terrorists.
 - d. all of the above.
2. In _____ cases, workplace violence incidents are over by the time help arrives.
 - a. some
 - b. most
 - c. all
 - d. none of the above
3. The best way for you to prepare for a possible workplace violence incident is by learning to
 - a. identify warning signs, and maintain situational awareness.
 - b. maintain situational awareness, and protect yourself and others around you.
 - c. identify warning signs, maintain situational awareness, and protect yourself and others around you.
 - d. maintain situational awareness, and protect yourself and others around you.
4. _____ of the time, workplace violence warning signs appear before an incident occurs.
 - a. Much
 - b. Some
 - c. Most
 - d. All
5. Some of the more common workplace violence warning signs include
 - a. recent job loss.
 - b. recent death in the family.
 - c. recent divorce or relationship break-up.
 - d. all of the above.

More...

Workplace Violence Prevention and Protection

MCAA

SAFETY EXCELLENCE INITIATIVE

Name: _____

6. If you hear someone on the jobsite make threatening comments, or joke about acts of violence, you should
 - a. let that person know that those kind of comments or jokes are inappropriate in the workplace.
 - b. keep a close eye on that person, and report your concerns to someone in a position to take action.
 - c. keep an eye on that person with a heightened sense of awareness.
 - d. keep an eye on that person, and be prepared to report them to your supervisor if necessary.
7. Bizarre comments involving extreme political or religious views
 - a. should not be considered potential workplace violence warning signs.
 - b. are not as concerning as other types of workplace violence warning signs.
 - c. should be treated like all other workplace violence warning signs.
 - d. should prompt you to call local law enforcement.
8. _____ is key to helping prevent workplace violence.
 - a. Situational awareness
 - b. Personality profiling
 - c. Relationship building
 - d. Extensive education
9. One of the most challenging things for workers is
 - a. recognizing acts of workplace violence.
 - b. seeing triggering events/extreme behavior changes as possible workplace violence warning signs.
 - c. dialing-in to co-workers' behavior changes.
 - d. approaching a co-worker about sudden behavior changes.
10. Another incredibly challenging thing for workers is
 - a. overcoming fear of being wrong, judged, or criticized for reporting workplace violence concerns.
 - b. identifying co-workers with potentially violent tendencies.
 - c. determining who best to report to regarding workplace violence warning signs.
 - d. all of the above.

More...

Workplace Violence Prevention and Protection

MCAA

SAFETY EXCELLENCE INITIATIVE

Name: _____

11. Some police officers use _____ system to help them maintain an appropriate level of situational awareness.
 - a. a buddy
 - b. an AMBER alert
 - c. a communication
 - d. a color coding system
12. On a normal workday with no recent workplace violence warning signs, you should be
 - a. aware of what's going on around you.
 - b. thinking through your workplace violence action plan.
 - c. evaluating your co-workers and others for possible warning signs.
 - d. identifying objects that you could use as weapons in case you ever need them.
13. When something on the jobsite with the potential for violence gets your attention, you should be
 - a. aware of what's going on around you.
 - b. on your way to reporting your concerns to someone in a position to take action immediately.
 - c. thinking through your workplace violence action plan.
 - d. b and c.
14. If you witness a workplace violence event unfolding or already in progress, you should be
 - a. warning others and calling 911 when you can.
 - b. warning others, implementing your workplace violence action plan, and calling 911 when you can.
 - c. implementing your workplace violence action plan and calling 911 when you can.
 - d. warning others and implementing your workplace violence action plan.
15. If you find yourself caught up in a workplace violence event, you should _____, and in that order of priority.
 - a. run if you can, hide if must, and fight if it's the last possible resort
 - b. hide, fight, or run
 - c. hide if you can, run if you must, fight if it's the last possible resort
 - d. run and hide

More...

Workplace Violence Prevention and Protection

MCAA

SAFETY EXCELLENCE INITIATIVE

Name: _____

16. _____ your workplace violence protection options ahead of time is vital to your escape and survival.
 - a. Practicing
 - b. Thinking through
 - c. Approval of
 - d. Adapting to
17. When identifying good hiding places ahead of time, it's critical to consider potential hazards such as
 - a. moving/rotating parts/sharp objects.
 - b. exposed, energized electrical conductors.
 - c. hazardous atmospheres/certain confined spaces.
 - d. all of the above.
18. When considering the best possible escape routes as part of your workplace violence action plan, be sure to
 - a. identify routes that could box you in.
 - b. choose a route that will keep you out of the assailant(s)' sight.
 - c. keep large, solid objects between yourself and the assailant(s).
 - d. all of the above.
19. When preparing with others to fight an assailant(s), be sure
 - a. to choose weapons that are fairly light.
 - b. to attack the assailant one at a time.
 - c. not to bunch together.
 - d. not to turn your cell phone sound off in case law enforcement needs to reach you.
20. The best places to hide from a workplace violence assailant(s) allow you to
 - a. keep your eyes on the assailant(s).
 - b. lock or barricade yourself inside.
 - c. keep the lights on.
 - d. keep your cellphone screen bright/visible.